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1 June 1971

MEMORANDUM FOR: Chief, Archives and Records Center

SUBJECT : Moveable Shelving Project Activity for Month of May 1971

25X1A

1. We encountered the problem of not being able to obtain the services of the [REDACTED] Photographers for the purpose of taking photographs of the various stages of the Moveable Shelving Project; therefore, I went to Headquarters on 5 May to borrow a camera from the Printing Services Division. Also, I received instructions on the use of the camera, and I have been able to obtain satisfactory photos of all stages of the project thus far.

2. On 6 May we finished relocating boxes in the third bay, Area E to F. This area was turned over to the contractor on this date.

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3. Three local concrete finishers, who had been cleared by [REDACTED] Security Officer, reported for work on 10 May. They completed pouring three fourths of one bay; however, it was necessary for Mr. [REDACTED] and Mr. [REDACTED] to remain in the area until 1900 to enable the contractors to finish pouring the cement in this area. A total of 4 hours of overtime was paid for this afterhour escort.

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4. On 11 May only one of the original concrete finishers returned with one new man who had no clearance from the [REDACTED] Security Officer. Mr. [REDACTED] after discussing the situation with the [REDACTED] Security Officer, instructed me to admit the new man. The first two bays were completed by the concrete finishers on 12 May with one to one and a half inches of lightweight concrete being poured in the center aisle for about 15 feet starting at the fire door. This was covered by heavy weight concrete. I noted that as much heavy weight concrete was thrown away as lightweight was used. Again on the 12th, it was necessary for someone to escort the contractors afterhours, and Mr. [REDACTED] and Mr. [REDACTED] remained until 1800 hours.

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5. Two electricians began removing the old light fixtures on 17 May, and on 24 May a total of 70 old light fixtures were removed from the building to the lower parking lot.

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6. On 24 and 25 May it was necessary to furnish escort for three ADT men moving alarm boxes for second floor East and West. Also on this date, the first increment of the moveable shelving was loaded onto carriages.

25X1C4a 7. On 25 May the electricians finished installing lights except the ones between the air ducts and walls, and [REDACTED] gave the "OK" to lay the tile which was 14 days after the first concrete was poured.

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25X1A9a 8. I informed Mr. [REDACTED] on 26 May that the black adhesive used to hold the tile should not be used to hold the vinyl strip. He notified me that this would be changed, and the contractor would be instructed as to the kind to use. I also discussed with Mr. [REDACTED] on 26 May the 1/8" height of the rail from top of the concrete. We decided it would be much better to have the concrete level with the rail. This item should be discussed with the [REDACTED] Engineering Officer, who in turn should notify the contractor of this change if it is made. One of the contractor's reported on this date to lay tile and completed one half of the first bay except for strips between the tile and the rail.

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25X1A9a 9. On 27 May the electrical contractor and the electrical engineer agreed to a 4 ft. and 8 ft. light between wall and air duct. This will be tested after the shelves are loaded. Mr. [REDACTED] and Mr. [REDACTED] came over to talk to Mr. [REDACTED] concerning various items regarding the shelving. Mr. [REDACTED] stated that the edges would have to be straightened and leveled before the first bay would be accepted. The contractor agreed with Mr. [REDACTED] that this should be done. There was considerable discussion regarding a new device to keep the slot for the chain drive at 1 1/2" and level and straight. The contractor stated that a 9" tile would hold up better than stripping along the guide rails. I feel that a test should be made concerning this. Also, I pointed out the unevenness and roughness of the concrete. The space between the edge of the stripping and the rail in some places is as much as 2 3/16". This is too much space for a 5" cart wheel to travel over. We tested a 8" wheel and a 5" wheel over these spaces. It was decided the 8" wheel would be more desirable.

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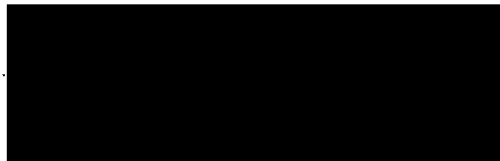
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10. On 28 May it was brought to my attention by the contractor that two bundles of 36" angles were missing, and after considerable searching for the angles, I reported that I was unable to locate them.

11. Escort for the contractor was furnished every day during this reporting period by from one to three men each day.



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PROJECT OFFICER

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